

Quick Guide: Registering as an Attorney E-Filer

1. Go to the portal for the supreme court's e-filing system, which is available at <https://ctefile.nhecourt.us/login>. A link to the portal is available at <https://www.courts.state.nh.us/nh-e-court-project/supreme.htm>.
2. On the log-in screen for the e-filing system, click **Register as an E-Filer**.
3. Complete the **E-File Registration** screen, with particular attention to the following points concerning the Type, User Information, and Contact sections:
 - Enter information in every field that has a red asterisk (*).
 - For your Type, select **Registered Representor**, not E-File User.
 - Enter your Attorney Bar ID number. (If entering your Attorney Bar ID does not return a match in the system when you later click Next at the bottom of the page, please immediately contact the clerk's office at 603-229-3759 to provide your Attorney Bar ID so that you can register as an attorney in the system.)
 - List a Primary E-Mail address that is unique to you. You may also include the e-mail address of a legal assistant by clicking on Add Contact, selecting Alternate E-Mail, and entering the e-mail address of your legal assistant. Repeat that process for each legal assistant who works with you. Electronic notifications from the system will be sent to both the Primary E-Mail and the Alternate E-Mail(s).
 - The Legal Organization Association section is not required. If you are interested in using the Legal Organization functionality of the system, send an email to Lwillis@courts.state.nh.us after you have successfully registered, and the clerk's office will then assist you in setting up the functionality for your organization.
4. Review and agree to the Terms and Conditions, then complete the Verification that you are not a robot, and click Next.
5. Take, submit, and pass the **User Test**.
6. Review/check the inbox of the Primary E-Mail address that you provided. You should have received an e-mail with the following subject line: **E-File User Registration Approval**. Open that e-mail and click on the hyperlink in it (the hyperlink appears in the e-mail as the word **here**). You must click on that hyperlink within 24 hours to activate your registration as an e-filer.